

Thrive After School

O'Neill Public Schools



PARENT HANDBOOK

Program is funded in part by a 21st Century Community Learning Center grant.

WELCOME:

Welcome to the O'Neill JR-SR. High School After School Program!

It is our goal to provide a positive environment where students can enjoy high quality activities that support students' interests, learning, and development. Thrive After School will promote personal wellness, family engagement, academic enrichment, physical activity, community collaboration, and homework assistance.

We are eager to get to know you and your child as we embark on a very fun and exciting year. If you have any further questions regarding Thrive, please feel free to contact us.

Best regards,

Cierra Anderson
Melissa Moore

Co-Program Directors

MISSION STATEMENT:

The mission of Thrive After School is to strengthen all families in our community through the provision of a quality after school program that fosters an environment of social responsibility and respect.

PHILOSOPHY AND GOALS:

The philosophy of the program is to provide an opportunity for our youth to grow intellectually, culturally, physically, socially, and emotionally to enhance self-esteem and citizenship. The program's goal is to provide a safe, nurturing, and structured environment that serves the best interests of each child and his/her family. Thrive After School will also be child-centered and promote developmentally appropriate activities.

OBJECTIVES:

- Improve student-learning performance in one or more core academic areas.
- Increase social benefits and positive behavioral changes.
- Increase family and community engagement in supporting students' education.

CONTACT INFORMATION:

Thrive After School takes its responsibilities seriously. Open lines of communication between staff and parents are very important to the continued improvement of the program. The program values any input to better know how to serve your child. Parents are encouraged to share any questions or concerns. Conferences can be scheduled by contacting the Program Director(s).

Location: O' Neill JR-SR. High School 540 E Hynes O' Neill, NE 68763

School Phone Number: (402) 336-1544

Email: Cierra Anderson – cierraanderson@oneillschools.org

Melissa Moore – melissamoore@oneillschool.org

HOURS OF OPERATION:

After School: Monday – Friday, 3:30 p.m. – 6:00 p.m.

If a child is not picked up by **6:00 p.m.**, a \$5 fee for every five minutes late will be billed. The child will not be allowed to return to the program until the fee is paid in full. Please ensure all contact information is current, as the police department will be reached if no one can be contacted on the contact list. Department of Social Services will also be notified.

ENROLLMENT AND COST:

Enrollment will primarily serve students in 7th-9th grade, although not limited to 10th-12th grades. To meet the program's grant requirement, it is necessary that your child attend 30 days of the program or a minimum of 5 days per month. Your child could lose their spot if they don't attend on a regular basis to allow other students to attend.

Please contact the Program Director(s) or school for paperwork to attend Thrive After School. This paperwork must be returned to the Program Director(s) before attending the program. Students participating in any field trips will also need to complete a Permission Slip ahead of time. This is a state requirement and is for the protection of your child.

Cost for the program is free.

BILLS AND PAYMENTS:

If a child is not picked up by **6:00 p.m.**, a \$5 fee for every five minutes late will be billed. The child will not be allowed to return to the program until the fee is paid in full. Please ensure all contact information is current, as the police department will be reached if no one can be contacted on the contact list. Department of Social Services will also be notified. If your child shows up for the program and the late fee has not been paid, your child will be sent to the office and you will be called to pick them up.

STUDENT EXPECTATIONS:

Students are expected to follow all rules and regulations outlined in the O'Neill JR-SR High School Student Handbook:

"Students are expected to act, dress, and conduct themselves in a manner that reflects favorably upon themselves and the school while in the school building, on school grounds, and in attendance at school sponsored events. This means students should be respectful to fellow students and staff. No fighting. No Cheating. No disorderly conduct. No stealing. No weapons. No harassment. All students must recognize their individual responsibilities and obligations, and exercise them in accordance with school regulations."

DISCIPLINE:

Discipline means setting limits, guiding behavior and helping the children to learn appropriate behaviors. Discipline will be solution oriented, and designed to help solve problems. The program will not tolerate or permit any abusive disciplinary methods such as, but not limited to, hitting, spanking, slapping, yelling, withholding food, ridicule, embarrassment or humiliation of a child. We believe in and will utilize the following age appropriate techniques:

- **COMMUNICATION:** Clear communication and guidelines of behavioral expectations in advance helps children more easily understand them. This will help them to develop good decision making skills and also gives them a clear message, that they are accountable for their actions.
- **REDIRECTION:** When a child is misusing an activity or privilege, it may be necessary and helpful to redirect that child to another activity for a period of time. There are times when a child may have a serious conflict with another child or his or her teacher. He/She may need to be removed from the conflict and receive an additional consequence.
- **CONSEQUENCES:** As mentioned above, occasionally additional consequences will be administered for more serious behavior issues. These may include losing playtime, participation in a certain activity, or a consultation with the Program Director(s). The Program Director(s) may give strikes to students repeatedly not following core rules, or those students who are not practicing safe behavior while at Thrive. *Please see appendix for our Three Strikes Policy.*

THREE STRIKES POLICY:

Students are to follow the following rules as they are expected to in school: Be Safe, Be Respectful, and Be Responsible. If students are repeatedly not following these core rules, then the Three Strikes Policy will be implemented. Actions that constitute the implementation of the Three Strikes Policy include but are not limited to the following:

1. Physical violence (Safety)
2. Disrespect (Respect & Responsibility)
 - A. Towards teachers and other students
 - B. Towards property (vandalism/stealing)
 - C. Name calling/using inappropriate language
 - D. Not following directions/using computers or i-pads inappropriately

The Three Strikes Policy is in place to keep students safe. The procedure for strikes is the following:

1. First strike is given—parents/guardians are notified and the child is sent home. Principal is notified.
2. Second strike is given—parents/guardians are notified and the child is sent home. Principal is notified.
3. Third strike is given—parents/guardians are notified and the child is sent home. Principal is notified and the student is given a year's suspension from the program.

If the student wishes to return to Thrive after the year suspension, a meeting will be held between the parents/guardians and the Director(s).

HEALTH:

Any child with a communicable illness associated with a fever or contagious condition, such as ringworm, head lice, pink eye, scabies, diarrhea, chicken pox, strep throat, or measles, will not be allowed to attend Thrive. Parents will be called to pick up their child if the condition is present during the time the child is in care. The child may return when the illness has run its course or when the condition has cleared. We suggest that the child be free from fever for 24 hours, and have eaten at least one meal prior to returning. A doctor's note may be required to assure the staff the child is no longer contagious.

In order for us to give medication, parents/guardians must complete a form giving us consent and specific instructions for administration of the medicine. The medicine must be in its original container, and will be locked away from other students on the premises. Children cannot be disciplined for refusal to take medicine.

Immunization records must be on file with the JR-SR. High School. In the event your child is hurt while attending Thrive, we may administer ice or provide a band aid if necessary. You will be contacted immediately to decide if you want your child to receive further medical attention.

Our staff has also been trained in First Aid and CPR.

CLOTHING:

If the weather is expected to be cool (less than 60 degrees), please send a jacket with your child. We do on occasion go outside if the temperature/wind chill is not below 10 degrees F. Please send mittens, boots, hats, etc. when necessary. Students should keep all belongings in coat or book-bag. Also, make

sure you label all the items belonging to your child with their name. O'Neill JR-SR. High School and/or Thrive are not responsible for lost or stolen items.

ATTENDANCE/ABSENCE:

It is very critical for your child's safety that we know when your child will be in attendance of the program. Please plan to indicate on the enrollment form which days you anticipate your child attending the program. If your schedule varies please let the staff know on Monday of each week. If your child will not be attending as you previously indicated, please notify the school or Program Director(s) by noon of that day. If your child will not be attending school due to illness please ask school personnel to forward that information on to Thrive After School staff or contact the Program Director(s) directly.

SIGN-IN/SIGN-OUT PROCEDURES:

Students will check in and out with Thrive After School personnel upon arrival and dismissal. When picking up your child from the program, parents are strongly encouraged to come into the building and sign out the child. If your child is to walk or ride their bike to or from the program, please designate this on the Thrive After School's Enrollment Form.

Afterschool Information:

Newsletters will be sent home with your child monthly that will highlight the month's activities. Thrive After School also uses a Facebook page to get important information out to parents and the community.

SNACK:

Lunchtime Solutions Inc. will provide snacks daily that meet the USDA National School Breakfast/Lunch Program requirements.

There are no additional fees for snacks.

PARENT VISITS:

Please feel free to drop in or visit the program anytime. It may be wise to call ahead to check for conflicts, i.e. field trips or other visitors.

SCHEDULE AND PROCEDURES:

SCHOOL CALENDAR: Thrive After School follows the O'Neill JR- SR. High School calendar. Please refer to the calendar when necessary.

AFTER SCHOOL: Children are to report to the Commons area in the JR-SR. High School immediately following school dismissal and check in.

EARLY OUT DAYS: On days the school dismisses early, Thrive After School will usually be available.

SCHOOL VACATION: On days during the school year that the JR-SR. High School does not have school, the program will not run.

WEATHER: Thrive After School will observe the same weather precautions as the school. Please listen to the radio station, KBRX for closings or early dismissals. If school is dismissed early due to weather, the program will not run that day.

CRISIS EMERGENCY PLAN:

The JR-SR. High School has developed plans that are designed to minimize dangers to anyone in the building should an emergency arise. The safety and welfare of the children is the paramount concern. In most cases, the students will remain and be cared for at school in a location determined to be safe by administration. In case of evacuation, the students will be escorted to the nearest and most appropriate facility designated by school personnel. Administration will notify the local media for announcements about procedures and information specific to the emergency.

In order to keep phone lines open and traffic lanes clear for administration and emergency officials, we ask that you not call or try to enter the school. Listen to the radio and/or television for information. Also, be aware that doors may be locked from the outside to prevent strangers from entering our buildings without our knowledge. In case of an emergency, ***we must have a phone number we can reach you at during all times.*** During an emergency, we will contact you as soon as possible. If unable to reach you, we will call the two emergency numbers listed on your Child Enrollment Form. If no one can be contacted, we will call the police department and release your child to them.

CHILD PROTECTION:

Teachers are required by law to report suspicions about child abuse or neglect to the Child Protective Services Hot Line. The Hot line number is 1-800-652-1999 and may be used by anyone to report possible abuse, anonymously, if desired.

DRUG FREE WORKPLACE:

Thrive After School follows the State guidelines for providing a Drug Free Workplace. Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by staff or students is prohibited.

EQUAL OPPORTUNITY:

Thrive After School will admit students of any faith, race, national or ethnic origin and will not discriminate on the basis of ethnicity, faith, race or gender. The facilities are also handicapped accessible.

PARENT SUPPORT:

We feel that making mistakes is an inevitable part of growing up. We do not feel it is necessary to let you know each time your child makes a mistake; however, we will let you know immediately if we feel that there are any serious concerns with your child's behavior. We will invite you in for a conference with your child and the Program Director(s). This is a time to compare notes, share ideas and come to a decision on how to move through the problem as quickly and smoothly as possible. We will call you to pick up your child if the safety of your child or other children is compromised.

Negotiating Differences: Occasionally differences may arise that need immediate attention. We request that you follow these steps:

1. When difficulties or differences occur please contact the Program Director(s) first.
2. If you are still unsatisfied it may be necessary for a conference between Program Director(s), Assistant Director, Parent, and Principal to discuss a solution.

PLEASE NOTIFY US:

- If your child will not be in attendance.
- If you have any change in emergency contact information. It is imperative that the emergency information stays current.
- If there are any changes or problems in the payment agreements.

CURRENT THRIVE PARTNERSHIPS:

Bright Horizons/BRAVO

Holt County Extension

North Central District Health Department

O'Neill Public Schools and Staff

Thank you for enrolling your child in Thrive!